

Instructions for Completing SAIS Confidentiality Agreement

“Disclosure of Free and Reduced Price Information Agreement”

Please follow these instructions when filling out the “Disclosure of Free and Reduced Price Information Agreement” to avoid penalty and ensure confidentiality.

Section 1: Purpose and Scope

- Insert names of both Determining and Receiving Agencies where indicated. There are 6 places in the first paragraph where this information is required.

Section 3: Responsibilities

- Insert name of Determining Agency where indicated.
- Insert name of Receiving Agency where indicated.
- Insert name of the program needing the information.
- Specifically state by name or title those positions requiring this information.
- Describe the specific purposes for which the information will be used.
- Specifically describe how the information will be protected from unauthorized uses and further disclosures.
- Describe the procedures for transferring students’ meal eligibility information from Determining Agency to the requesting agency/program so the number of individuals having access to the information is limited.

Section 4: Effective Dates

- State effective dates.

Section 6: Signatures

- Both the Receiving agency and Determining agency must sign and date the agreement.

This is only a template: LEA’s may alter, as needed using the Word Document